

JOB OPPORTUNITY ANNOUNCEMENT

EMBASSY OF THE UNITED STATES OF AMERICA

BERLIN

Subject: Vacancy Announcement No. 45-03 – U.S. Embassy Berlin

Date: 09/02/03

POSITION TITLE: Information Specialist (Translator/Interpreter)
Press & Publications

LOCATION U.S. Embassy Berlin, Public Affairs (Mitte)

OPEN TO: To All:
- Appointment Eligible Family Members (AEFMs);
- Eligible Family Members (EFMs)
- MOHs
Ordinarily Resident Citizens:
- U.S. citizens, and
- Foreign Nationals, incl. German and EU nationals

SALARY: **Not Ordinarily Resident:**
FP-05 (US \$ 8,262 - 10,328 p.a.)
Final Grade to be determined by the Bureau
Ordinarily Resident:
FSN-10 (EURO 9,720 - 12,150 p.a.)
(Salaries as shown are at the full performance level)

SCHEDULE: **Part-time (8-10 hrs. per week)**
Position is limited for the period of Child Rearing not to exceed October 06, 2005

CLOSING DATE: **Applications must be received by close of business
September 19, 2003**

Security Requirement: U.S. Mission certified medical/security certification

PERTINENT INFORMATION – READ BEFORE APPLYING:

- **Eligibility Requirements:** Non-German/non-EU and American citizens, who are not/not Appointment Eligible Family Members, Eligible Family Members or U.S. citizen Members of Household (MOHs), as defined below, must possess a valid German residence and work permit in compliance with host government laws and regulations prior to application. The U.S. Mission cannot sponsor applicants for either permit. U.S. Mission employees serving a probationary period are not eligible to apply. Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- **Selection Criteria:** When equally qualified, Appointment Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. The U.S. Embassy will consider issues such as conflict of interest, nepotism, residency status, and whether applicant has a work permit, in determining successful candidacy.

- **Application Procedures:** Interested candidates must submit the following to be considered for employment:
 1. Application for U.S. Federal Employment (SF-171 or OF-612) - covering the last ten years of employment; **or**
 2. In lieu of the SF-171/OF-612, a regular application (letter of introduction and current resume or curriculum vitae may be submitted; **plus**
 3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with the application; **plus**
 4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned that address the qualification requirements of the position as listed below. Application language is English. German/English language certificates, awards or degrees do not need to be translated.

Non-German and non-European nationals as well as Ordinarily Resident American citizens must submit copies of their residence and work permit in order to be considered for employment by the U.S. Mission.

- **Submit Applications To:** U.S. Embassy Berlin, Human Resources Office, Recruitment Coordinator, Clayallee 170, 14195 Berlin. If you would like your application materials returned, a self-addressed pre-stamped envelope must be submitted with your application. Note that neither the embassy nor the consulates refund travel expenses incurred by the interviewee.

REQUIRED QUALIFICATIONS

Note: Applicants are instructed to address all 'required qualifications' detailed below with specific examples and comprehensive supporting information. Only applications that address all criteria will be considered eligible.

Training Level: If the successful candidate meets all of the position requirements as listed below, she/he may nonetheless be placed in a training level initially. Incumbent will be trained to apply his/her analytical and translating skills to U.S. foreign and security policy, trade and economic, and science & technology matters conforming to Public Affairs publications and official U.S. Government document and policy statements.

EDUCATION: Graduate degree in translating/interpreting and studies in history, political science or related fields.

EXPERIENCE: Three years' relevant journalistic and translation experience as an editor.

LANGUAGE: English & German: Professional Translator/Interpreter (level 5) - speaking/reading/writing.

KNOWLEDGE, SKILLS, ABILITIES:

- Incumbent must have extensive knowledge of major national and regional newspapers and their editorial tendencies, as well as of major television news and current events programs;
- Must possess high-level analytical skills for analysis and selection of items for translation and inclusion in Public Affairs publications and information dissemination programming;
- Excellent German and English writing skills are essential as incumbent is expected to ensure that translated texts reflect the author's communication level, and that the translated text is appropriate to the targeted audiences;

BASIC FUNCTION OF POSITION

Under the general supervision of the Information Officer or his/her deputy, the incumbent exercises editorial oversight of Information Division publications, including the German-language publication "Amerika Dienst", also providing editorial oversight for the content of German-language texts placed on the Internet. As such the incumbent selects, analyzes and, as necessary, re-writes, and translates English language materials into German and vice versa. Incumbent also provides interpreting services for senior Embassy Officers and U.S. Government officials. S/He also proposes and develops special thematic German language publications as appropriate, and assists on other Information Division activities as necessary.

DEFINITIONS:

1. **Appointment Eligible Family Members (AEFMs)**: is an Eligible Family Member (EFM) who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets ***all*** of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority;
 - Is resident at the sponsoring employee's or uniform service members' post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;
 - And does **NOT** receive an U.S. government annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **Eligible Family Members (EFMs)**: Family Members at least age 18 and listed **on the travel orders** of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority but who do not meet the definition of AEFM above.
3. **Member of Household (MOH)**: A MOH is a person who 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Will resides at post with the sponsoring employee. This category may include: unmarried partners of the same and/or opposite sex, parents, and other relatives or adult children (21 and over) who fall outside the Department's current legal and statutory definition of EFM (6 FAM 111.3).
4. **Ordinarily Resident (OR)**: A citizen of the host country (Germany) or a citizen of another country (U.S. citizen, EU national, etc.) who has shifted their main residency focus to the host country and has the required work and/or residency permit for employment in country. *OR applicants must be residing in country to be eligible for consideration.*

5. **Not-Ordinarily Resident (NOR)**: A non-host country citizen (U.S. citizen or foreign national) who, although temporarily legally resident in the host country, is not permanently resident. AEFMs, EFMs and MOHs of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law. *AEFMs/EFMs need not be in country in order to be considered for employment.*

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